

# Did You Know?

## JPL LIBRARY, ARCHIVES, & RECORDS SECTION

ISSUE NO. 11

JUNE 2003

### JPL INFORMATION PROVIDERS FAIR "CONNECTING KNOWLEDGE – CELEBRATING THE POWER OF NETWORKING"

by Rose Roberto

Building upon the success of the 2001 Information Providers Fair, "Connecting Knowledge", the Library, Archives and Records Section along with other Information Providers Lab-wide would like to invite you to learn about JPL's resources, enjoy refreshments, participate in a \$50 raffle, and meet the staff behind all these great services.

Please join us on Tuesday, June 3 from 10:00 a.m. to 2:00 p.m. in the JPL Library Customer Service Area in 111-104 (the west end of building 111). The JPL Information Providers Fair will include 26 poster sessions and 11 online demonstrations – refreshments will be provided and there will be several drawings for prizes. Sue Henry, Deputy Director of the Business Operations and Human Resources Directorate, will kick off the Fair at 10:15 a.m. For more information, please go to the following websites for PDF versions of the flyer [http://beacon/WhatsNew/InfoFair\\_flyer.pdf](http://beacon/WhatsNew/InfoFair_flyer.pdf) and program [http://beacon/WhatsNew/InfoFair\\_Program.pdf](http://beacon/WhatsNew/InfoFair_Program.pdf)

If you have additional questions please contact Susan Hendrickson at x4-2883 or Teresa Bailey at x4-9233. The participating JPL Information Providers include:

- Acquisition Division
- Engineering Document Services
- Enterprise Process and Standards Program Office
- Graphics Services and Documentation Services
- Human Resources Division
- Human Resources, Professional Development
- Institutional Computing and Information Services (ICIS)
- Internal Communications
- JPL Archives
- JPL Library
- JPL Regional Planetary Image Facility
- JPL Rules!
- Knowledge Management
- New Business Systems / Institutional / Business Systems / HR Information Systems / Staffing
- Offices of Safety and Mission Success
- Photographic & Imaging Services
- Product Data Management System (PDMS)
- Proposal Center
- Section 344 Avionic Equipment

### RECORDS MANAGEMENT IMPROVEMENT INITIATIVE

by Margo Young

The Archives and Records Group is leading JPL's Records Management Improvement Initiative and it will probably affect you!

*How will you be affected?*

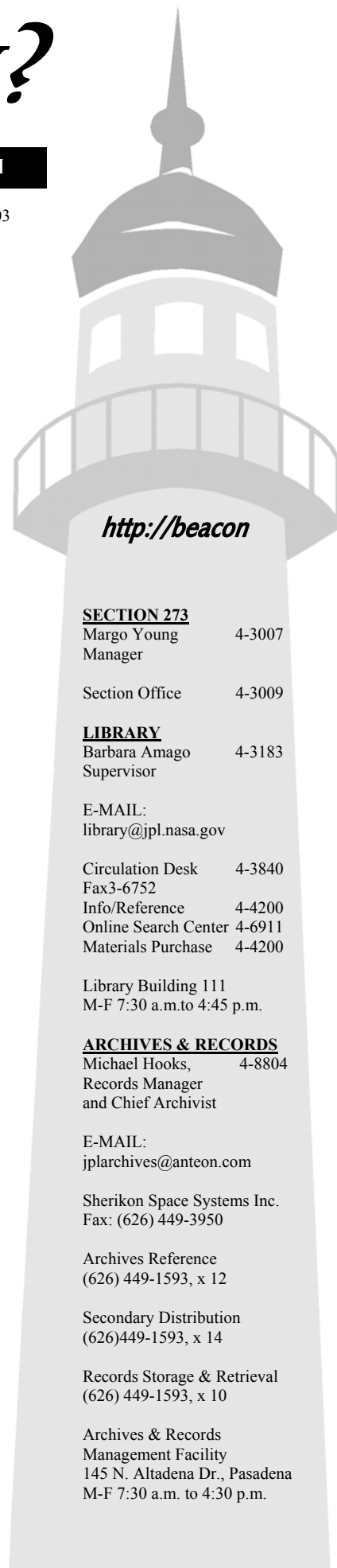
- We may ask to meet with you to understand what you do (at a high level) and what records, documents, etc., are involved and how they are organized.
- Once interviews are complete, each organization on lab will receive a "file map" (based on the information from the interviews) listing its files and how long the files need to be retained and what should be done at that point.
- Everyone at the lab is involved in records management and it is an individual responsibility to recognize a "record" and handle it appropriately.
- You will be able to send things to records storage more readily.
- You will be able to find information more readily, whether you created it or not.

*What are we doing?*

- We are interviewing representatives across the lab to find out about records in that organization.
- We will create a list of the records and identify which ones are government records and which are Caltech records.
- We will identify vital records which must be protected from disasters.
- We will identify which records need to be retained and for how long.
- We will provide ongoing training.

*When?*

- This project began in October 2002 with an analysis of current procedures regarding records kept. Organizational interviews will be complete by October 2003. File maps and training will follow.



<http://beacon>

#### SECTION 273

Margo Young 4-3007  
Manager

Section Office 4-3009

#### LIBRARY

Barbara Amago 4-3183  
Supervisor

E-MAIL:  
[library@jpl.nasa.gov](mailto:library@jpl.nasa.gov)

Circulation Desk 4-3840  
Fax3-6752  
Info/Reference 4-4200  
Online Search Center 4-6911  
Materials Purchase 4-4200

Library Building 111  
M-F 7:30 a.m. to 4:45 p.m.

#### ARCHIVES & RECORDS

Michael Hooks, 4-8804  
Records Manager  
and Chief Archivist

E-MAIL:  
[jplarchives@anteon.com](mailto:jplarchives@anteon.com)

Sherikon Space Systems Inc.  
Fax: (626) 449-3950

Archives Reference  
(626) 449-1593, x 12

Secondary Distribution  
(626) 449-1593, x 14

Records Storage & Retrieval  
(626) 449-1593, x 10

Archives & Records  
Management Facility  
145 N. Altadena Dr., Pasadena  
M-F 7:30 a.m. to 4:30 p.m.

(Continued on next page)

*Why are we doing this?*

- We want to ensure that information can be found and that we meet contractual and legal requirements.
- The new Prime Contract requires better records management.
- The plethora of electronic information makes good records management more critical.

For more information, please contact Michael Hooks at x4-8804 or Margo Young at x4-3007.

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## THE JPL TECHNICAL REPORT SERVER UPGRADE PROJECT

*by Barbara Amago*

Since 1993, JPL-authored papers and documents intended for publication outside the Lab have been scanned and posted on the JPL Technical Report Server (TRS) <http://trs.jpl.nasa.gov> after being cleared by Document Review Services. Because many of these publications are published in journals and proceedings that ultimately end up the collections of the JPL Library, responsibility for the TRS was transferred to the Library in late 2002.

One of our first tasks will be to upgrade the TRS from its current Wide-Area Information System (WAIS)-based system to an Open Archives Initiative (OAI)-compliant system that will allow JPL to exchange e-prints easily with NASA, other government agencies, and universities. NASA's TRS has recently been converted to an OAI-compliant system; JPL information will be "harvested" and available from the NASA site. For a closer look (and a preview of what the new JPL TRS will look like) go to <http://ntrs.nasa.gov>.

Another goal of the project is to include full-text copies of the final published versions of JPL-authored articles whenever possible. If copyright has been retained, the documents can be posted on the TRS; if copyright has not been retained, a link to the paper on the publisher's e-journal site will be provided. Future plans include expanding the bibliographic descriptions (metadata) of the JPL-authored publications, using the JPL Authors Database as the source. (See pg. 4 for more information.)

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**TIP:** Many useful historical resources are available from the BEACON web site <http://beacon> under the JPL History icon

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## SCI-TECH NEWS

*by Rose Roberto*

Are you looking for clever quotes related to science and engineering? Do you also want to know what's going on in the world of science and technology outside the lab? Then go to *Sci-Tech News* at <http://beacon.jpl.nasa.gov/WhatsNew/SciTech.htm>, a weekly feature on BEACON, which brings you interesting non-JPL stories selected by JPL librarians and provides you with useful links to *Sci-Tech News* services.

*Sci-Tech News* is divided into 4 sections: Science, Technology, Featured Links, and the Quote of the Week.

The Science section features stories on topics such as: astronomy, astrobiology, physics, chemistry, materials science, oceanic/atmospheric/earth sciences, and anything that is space related. The Technology section includes stories on AI, computing and robotics. Featured Links takes you to news sources such as *New Scientist*, *Physics Web*, and *SpaceRef.com*. And, finally, the Quote of the Week, listed at the top of the page provides you with witty remarks from the likes of Ernest Rutherford, Marie Curie, Marcel Proust and Arthur C. Clarke.

The site is updated every Monday. Previous news stories and their weekly quotes are archived for 2 weeks.

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**TIP:** Planetary Sciences Online Guide is available at <http://beacon/Help/Guides/Planetary.htm>.

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## WHO CAN TELL A JPL STORY?

*by Teresa Bailey*

The JPL Stories series is now in its fourth year and continues to enlighten story listeners about JPL culture, as well as offer the storyteller a venue to express his or her JPL experience. Any JPLer or retiree is encouraged to participate in the series. The only requirement is that the story be a personal story about a JPL experience.

Like the series itself, the criteria for selecting the storytellers are informal and circumstantial. Often, recommendations come from past storytellers or story listeners. Sometimes "cold calls" are made to well-known JPL employees identified in *Universe* or *Daily Planet* articles. We seek to include a cross-section of JPL current and former employees, including "old-timers" and more recently hired staff. Our assumption is every JPLer has a JPL story. For a list of past stories, upcoming stories, and some "Stories on the Story," please go to: <http://beacon/WhatsNew/JPLStories.htm>.

Stories entertain, influence, teach, inform, and uplift. Stories can take place in the past, present, or future; they can be historical or make-believe; and they can be light-hearted or serious. Stories are an alternative to the more formal lectures, seminars, and town halls we have at JPL. Storytelling is a vivid, memorable way to pass on an organization's history, values, and vision.

If you have questions or suggestions about the JPL Stories or if you wish to participate, please contact Teresa Bailey at x4-9233 or [teresa.r.bailey@jpl.nasa.gov](mailto:teresa.r.bailey@jpl.nasa.gov).

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## IT BOOKSTORE

*by Ray Hewitt*

The IT Bookstore is located in the Northwest corner of the Main Customer Service Area of the JPL Library (111-104). Books of general interest pertaining to software, programming languages and computer science are featured. We have recently expanded our stock. Books not in stock may be special ordered through the bookstore's web page at <http://techinfo/jpl/itbookstore/Get/itstore.htm> or by e-mail to [library@jpl.nasa.gov](mailto:library@jpl.nasa.gov). Purchases are made using a valid project/task number. Store hours are M-F 7:30 a.m. to 4:45 p.m.

## IMPORTANT FACTS ABOUT JPL RECORDS

by Michael Hooks

**Controlled records:** Records that are called out in Category A or B procedures and provide evidence of the satisfaction of a requirement or the effectiveness of an operation. A list of controlled records is provided in the *Controlled Records Requirement*, Rev. 0 <http://rules/cgi/doc-gw.pl?DocID=46333>.

**Non-records:** Documents kept only for convenience or reference, stocks of publications and of processed documents, and library materials intended solely for reference. These items can be deleted or recycled once they are no longer needed.

**Records:** Records document the organization, functions, policies, decisions, procedures, and essential transactions of JPL, regardless of physical form. Both controlled and uncontrolled records are subsets of records.

**Records retention schedules:** Apply to all the records that JPL employees and on-site contractors create and receive on a daily basis and are determined by both the JPL records retention requirements, as described in the *Management of Active and Inactive Records Requirement*, Rev. 0 <http://rules/cgi/doc-gw.pl?DocID=56572> and the NASA requirements as specified in the *NASA Records Retention Schedules* <http://www.sti.nasa.gov/nasarrs/nrrs.pdf>.

It is important to note that only records are to be sent to the local Records Center in Pasadena and the Federal Records Center in Laguna Niguel. Non-records are to be retained in offices until they are eligible for disposal.

**Uncontrolled records:** Those records not covered in the list of controlled records, but which also must meet the records retention requirements.

For further information about records, please contact Michael Hooks at x4-8804 or Julie Cooper at x4-1844.

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**TIP:** When looking for JPL historical information, remember that there is a great deal more information available than you can see on-line. An archivist can assist you in doing a more complete search of historical resources. See <http://beacon.jpl.nasa.gov/Services/Directory/HistRes.htm>.

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## HOW TO FIND JPL HISTORICAL PHOTOS

by Julie Cooper

There are several different sources for finding and obtaining copies of JPL historical photos. Selected historical images can be found on the *Historical Photo of the Month* web site at <http://beacon-archives.jpl.nasa.gov/Histphotos/hpom/HistPhoto.htm>.

This site contains more than 80 photos of historical missions, research, people, social events, and various views of the Lab.

The JPL Archives has a collection of more than 350,000 JPL images, taken from the 1930s through the 1980s by JPL photographers. The negatives and a 215-volume set of large photo albums were transferred to the Archives for permanent preservation, along with a typed index that gives a photo number, description of each image, and the date it was entered into the

Photo Lab files. Researchers are welcome to visit the Archives and look through the albums and indexes. Archivists provide guidance about where to look for photos of certain missions, events, or people.

A sample of one photo index can be found in the Archives on-line catalog. Follow these steps to access it:

- Go to <http://beacon.jpl.nasa.gov/Find/FindArchivesCat.htm>
- Click on "Search JPL Archives Catalog"
- Click on "Digital Media Archive"
- Search for the phrase "photo index"

Index P1-758 lists a series of photos taken in the 1950s, and is fully searchable. Several photo indexes are being prepared for conversion to PDF format and will be added to the on-line catalog. For assistance with the catalog, contact archivist Julie Cooper at x4-1844.

Photos taken after 1986 can be found in the JPL Photo Lab on-line catalog, found at <http://photolab/catalog/>. Historical photos are also added to the catalog, as copies are requested. Contact the Photo Lab at x4-5100 for more information.

The JPL employee newspaper, *Universe*, and its predecessor, *Lab-Oratory*, contain many photos of historical interest, as well as articles about missions, research, organizations, and employees. They are available in both the JPL Archives and JPL Library, along with subject/name indexes. The Archives staff can help you locate the photo numbers for most images if you want to order prints or have the photos scanned.

The online version of *Universe* at [http://www.jpl.nasa.gov/news/employee\\_newspaper.html](http://www.jpl.nasa.gov/news/employee_newspaper.html) contains photos, but is not yet indexed.

The Planetary Photojournal web page at <http://photojournal.jpl.nasa.gov/> provides access to high resolution photos of planets, spacecraft, technology and other JPL images. There are also many mission web sites that contain photos of spacecraft and the planets they explored. Go to the JPL Missions web site at <http://www.jpl.nasa.gov/missions/> for a list of past, current, and future missions, with links to related web sites.

For advice on locating historical JPL photos, contact archivist Julie Cooper at x4-1844 or e-mail [Julie.A.Cooper@jpl.nasa.gov](mailto:Julie.A.Cooper@jpl.nasa.gov). To make an appointment to visit the JPL Archives, call (626) 449-1593 x12 or e-mail [jplarchives@anteon.com](mailto:jplarchives@anteon.com). The Archives is operated under contract by Sherikon Space Systems, an Anteon Company. One of the Anteon archivists can help you search JPL's archival collections for the images you want.

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## LIBRARY ORIENTATIONS

by Ray Hewitt

Whether you are new at JPL or have been here for awhile, the JPL Library offers a weekly orientation session of the library's facilities and services. The sessions are every Wednesday at 11:30 a.m. and are approximately 30 minutes in length. Among the subjects covered are: the library's web page and its contents, locations and contents of the Book wing, Journal wing, and Reference wing. No reservation is required. We meet at the Reference Desk in the Main Customer Service Area (111-104). Hope to see you there.

## SOME INTERESTING FACTS ABOUT RECORDS

by Margo Young

*Did you know that ...*

- JPL is under two freezes which prevent the destruction of records?
- Records are institutional property and not personal?
- Something can be a vital record, a government record and an uncontrolled record all at the same time?
- Section Personnel files are to be sent to Human Resources/Employee Records Section within 30 days of termination?
- MER put the entire Pathfinder library into the MER Library and used Pathfinder red line drawings to facilitate use?
- A book describing the history of JPL from 1976-2002 is being written by Dr. Peter Westwick at Caltech and it relies heavily on JPL records?
- Most JPL science and technical records will be government records under the new Prime Contract?

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**TIP:** The JPL Library Road Show visits the JPL cafeterias (167, 303, and 190) on a rotating basis on the first three Tuesdays of each month from 11:00 a.m. to 1 p.m.

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## ELECTRONIC JOURNAL COLLECTION CONTINUES TO GROW

by Susan Hendrickson

The Library's e-journal collection now numbers over 900 titles. This year, the Institute of Physics, American Chemical Society, and IEEE are among publishers that have digitized many of their back files. Titles that now have historical issues available online include the following:

- Journal of Scientific Instruments (1923)-
- Physical Society of London. Proceedings (and its subsequent titles) (1874)-
- Reports on Progress in Physics (1934)-
- Environmental Science & Technology (1967)-
- Chemical Reviews (1924)-
- The Journal of Organic Chemistry (1936)-
- The Journal of Physical Chemistry (1896)-
- IEEE Transactions on Antennas and Propagation (and its previous titles) 1952-
- IEEE Transactions on Communications (and its previous titles) 1953-

A complete e-journals listing can be found on BEACON at <http://beacon.jpl.nasa.gov/FullText/FullTextJournal.htm>

Why aren't all of the Library's journals available online? Good question! Although a few periodicals are available for free on the Web, most of them require a paid subscription and a site license in order for the Library to make them accessible to all JPL employees through an Internet browser. Subscription fees for site-licensed journals can cost as much as—or even more than—a print subscription. We are always

working on ways to partner with other institutions by joining consortia (such as one with other NASA libraries), to provide you with access to as many journal titles online as possible.

If you have any questions or comments about the Library's journal subscriptions, please contact the Serials desk at x4-2883.

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**TIP:** Most electronic resources available to JPL employees from their offices can be accessed from off-site via JPL's Virtual Private Network (VPN). The Library and JPL Network Services recently completed a project to add the IP addresses of most JPL site-licensed resources to the VPN so that they are accessible to researchers working from off-Lab. For information on setting up a VPN account, please see <http://jplnet.jpl.nasa.gov/ra/>

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## JPL AUTHORS DATABASE

by Barbara Amago

The JPL Library is in the process of building a database of JPL-authored, externally published papers, 1990 – present. The final product will be available for on-Lab access by the end of 2003. As of this writing, bibliographic records from various commercial sources are currently being converted and loaded into the database; full-text links to the published versions, in journals, conference proceedings, and other publications will be added during Phase 2 of the project. Besides providing a comprehensive source for JPL-authored publications, the database will facilitate statistical analysis of JPL's contributions to the scholarly literature, answering such questions as, "How many papers does JPL publish annually?" or "How often does JPL collaborate with researchers at other scientific institutions?" A prototype of the database will be demonstrated at the Information Providers' Fair on June 3, 2003 and will soon be rolled out to the Lab for review and comment. For more information about the JPL Authors Database, please contact Eric Hines at x4-4202.

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**TIP:** The Electronic Books page <http://beacon.jpl.nasa.gov/FullText/FullTextBooks.htm> offers access to many full text eBooks such as the *Code of Federal Regulations*, *CRC Handbook of Chemistry and Physics*, and *Lange's Handbook of Chemistry*.

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## CONSULTATION AT YOUR DISPOSAL

by Robert Powers

Library staff are available to attend Section or Project meetings to present information about electronic journals, databases and document delivery as well as to gather information about your specific information needs. We would be pleased to tailor a special session for you or to participate in a question and answer session about library resources. We provide access to over 900 electronic journals and numerous databases as well as providing document delivery and research services. If you want to know more, or to schedule a session, please contact Robert Powers at x4-9263 or e-mail to:

[robert.a.powers@jpl.nasa.gov](mailto:robert.a.powers@jpl.nasa.gov)



## WHAT CALTECH LIBRARY SERVICES ARE AVAILABLE TO JPL EMPLOYEES?

by Barbara Amago

Here are some quick facts about Caltech library services:

- All JPL employees are eligible for a Caltech Library System library card. Card holders may borrow circulating materials directly from the Caltech libraries and return them either to Caltech or to the JPL Library. We will see they are delivered back to Caltech. Contractors can also use the Caltech collections on-site, but are not eligible for a borrower's card.
- You can make copies from Caltech journals and books at coin- and card-operated copiers, but Caltech does not accept JPL project/task numbers or credit cards.
- JPL staff who need to purchase a Caltech debit card may use personal funds and request reimbursement using JPL Form 1493. Debit cards are available from the Caltech Card Office, 1-56 (South end of the Caltech Bookstore), Monday - Friday, 9:00 a.m. to 5:00 p.m.
- Debit cards are also available at the circulation desks in the Millikan and Fairchild Libraries in conjunction with charge stations (these do NOT provide receipts, and they require \$5, \$10 or \$20 bills).
- Quick Access terminals for logons to CLAS (Library Catalog) or Web of Science are available on each floor of the Millikan Library and on the 1st floor of the Fairchild Library. The **username/password** is **quick/quick** for these public terminals.
- JPL users can print from these terminals if they have a special access account. The accounts are free and are available from Caltech Library service desks, Monday - Friday, between 8:00 a.m. and 5:00 p.m.
- With this special access account, a JPLer may access electronic services available to the Caltech community and may print results and full-text articles to the networked printers available in the campus libraries.
- JPL staff and on-site contractors have full access to the following Caltech-sponsored services from the JPL network domain, jpl.nasa.gov:

Caltech Library Automated System (CLAS)

<http://clas.caltech.edu>

Web of Science database

<http://library.caltech.edu/scisearch/default.htm>

Ibid document delivery system

<http://ibid.caltech.edu>

- JPL staff can order materials using Ibid. Without a Caltech account number, Ibid requests are limited to the materials available in the Caltech Library System (CLS). Requests with JPL account numbers for material not available in the CLS will be re-routed to the JPL Library. Electronic delivery to JPL is precluded because of copyright restrictions.

Please contact the JPL Library Reference Desk at x4-4200, for more information.

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**TIP:** Physics Online Guide is available at  
<http://beacon/Help/Guides/Physics.htm>

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## FINDING ABBREVIATIONS/DEFINITIONS ON THE INTERNET

by Robert Powers

Searching for technical terms and abbreviations can be a frustrating experience. The JPL Library has several specialized tools for locating definitions of technical terms, and identifying abbreviations. Give us a call at x4-4200 if you are not having any luck in tracking down definitions. For a first pass at finding a definition yourself, try searching the Google Glossary at <http://labs.google.com/glossary>. This specialized version of the Google search engine can help speed up your search for that hard to find definition. Google itself <http://www.google.com/> is also a helpful tool, but it can sometimes be tricky to find terms. Start with a simple search of "term glossary" in your query (for example "photosynthesis glossary"). For words that are used in multiple contexts, try adding a broad subject term in the search to narrow the results. For example to find how polymorphism is used in the field of genetics, try "glossary genetic polymorphism". In searching for abbreviations try "term stands +for", as for example "php stands +for". In Google search language, "for" is generally ignored in a search. The "+" sign will force Google to look for "for", in the above example.

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### JPL LIBRARY HISTORY

by Ray Hewitt

**1945:** The first librarian comes on staff in March at the Reports Group organized the year before.

**1952:** The Library moves to the west wing of building-111.

**1970:** NASA RECON (Remote Console) goes online to allow teletype access to over 700,000 documents.

**1973-74:** First major remodel of the Library. Two wings for books and journals are added to the north side of the Library.

**1994:** The Library joins NASA GALAXIE, an integrated online automated library network shared by all NASA libraries.

**1998:** The Library celebrates completion of another major renovation with a Ribbon Cutting Ceremony. BEACON, a new Library System, is introduced to the JPL community.

**1999:** The IT Bookstore moves to main customer service area of the Library.

**2000:** The Library inaugurates the JPL Stories program featuring monthly guest speakers from the Laboratory staff.

**2001:** The first Information Providers Fair held.

**2003:** New *NASA Aeronautics and Space Database* launched.

## HOW DO I FIND ARTICLES AND PAPERS?

by Barbara Amago

When searching for information on a topic, you can start with a database search. At JPL, depending on the subject and scope of the search, you would select from a number of site-licensed databases linked under FIND IT / SEARCH >> Journal Article Databases link on BEACON, <http://beacon.jpl.nasa.gov>. The databases that are the most helpful for technical and scientific subjects are:

- *Aerospace* and *NTIS* databases (reports, journal literature, and conference proceedings)
- *AXIOM* (INSPEC – Physics, electrical engineering, computer science, including conference proceedings)
- *CompendexWeb* (*Engineering Index* and *Ei Village* – engineering literature from journals and proceedings and many CRC engineering handbooks)
- *Web of Science* (*Science Citation Index* – primarily journal literature, includes citation searches)

Some of these databases include direct links to the full-text articles, but, in most cases, it's a separate step to either search for the full text on publishers' websites or order copies through the JPL Library. *Web of Science*, a Caltech-provided resource, includes the option of marking and ordering citations through their document delivery system, *Ibid*. Any JPL employee can do this by opening an *Ibid* account at <http://ibid.caltech.edu>. The Caltech Libraries will supply the hard copies from their collections within 48 hours; what they can't supply, they automatically forward to the JPL Library for fulfillment.

Once you've run your search and gotten your results, you're ready to get the full texts. You can use BEACON to order them (use the GET IT/ORDER links), or you can link to the electronic versions (usually only the latest 8–10 years are available electronically). Use the alphabetical listing of e-journals on BEACON under the FULL TEXT E-RESOURCE links to find alphabetical and subject listings of books and journals.

You can direct questions to Library Reference at x4-4200.

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**TIP:** When using the Caltech Libraries' *Ibid* system, check Caltech holdings before you order copies. If the journal or book isn't available at Caltech, it's faster to order copies directly from the JPL Library. Paste the citations directly into an e-mail message to [library@jpl.nasa.gov](mailto:library@jpl.nasa.gov).

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## ICIS'S ITET LEARNING CENTER COMES TO THE JPL LIBRARY

by Ray Hewitt

Did you know that ICIS's ITET self-paced IT Learning Resources are now located in the JPL Library? Located near the Circulation counter within the library, you may check out training videos and CD-ROMS related to various supported IT skills utilized at JPL. Excel, C++, MS WORD, UNIX, and XML are a few examples of the titles available. A complete listing is available through the JPL Library Catalog. To access the titles, enter ITET in the keyword search box, then click on *Search Everything*. Library customers may check out three items at a time. You may keep the items for one month, with the possibility of two additional one-month renewals contingent upon any waiting lists.

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**TIP:** Contact the Library Circulation Department whenever you make a change in mail stop, extension, badge number, or a name. Please call x4-3840, e-mail [Library.Circulation@jpl.nasa.gov](mailto:Library.Circulation@jpl.nasa.gov), or send a note to Library Circulation, MS 111-113 with any changes so we may keep our database current.

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## DOCUMENT DELIVERY VIA INTER-LIBRARY LOAN

by Corinna Whitehurst

The JPL Library offers an Inter-Library Loan (ILL) Service which is available to all JPL and contractor personnel for research purposes. Through the ILL service, the Library is able to borrow books from libraries within an extensive national and international library network. The standard loan period is two weeks. Books can be renewed once if the lending institution agrees to the extension.

In addition to borrowing books, the ILL Service will order photocopies of journal articles and conference papers that are not available in the JPL Library. This includes AIAA Papers, papers in ESA Special Publications, and even papers presented at European conferences. We only ask that you supply us with the most complete citation information you have. This includes author, article/paper title (if available), journal or conference title, volume number (for journals), date, and cited pages.

Turnaround time for requests varies: book loans are usually available within 5 to 10 days and articles are usually received and sent via inter-office mail in 1 to 5 days depending on availability. If you prefer to pickup your materials in the Library, we will call you when they arrive.

If you have a deadline to meet, RUSH photocopy requests can be filled in 24 hours depending on availability. RUSH loan requests can be filled in about 2 days, depending on availability. RUSH requests are subject to extra charges incurred by the lending institution.

We primarily request materials from free lending resources such as Caltech, NASA Centers and other Government affiliated libraries. However, when these resources are exhausted, we must order from libraries who may charge for loans and photocopies. It is for this reason that we request a project/task number at the time you place your request.

The average cost for an article or loan in these cases is from \$10.00 to \$15.00 and occasionally more. If there is a limit on the amount you are willing to spend or are interested in "free resources only," you may let us know when placing a request.

We prefer that requests be submitted through the online order form on our website. Complete the online order form at <http://beacon>, (Get It/Order category, then Inter-Library Loan).

We also accept requests through the following methods:

- Send an e-mail to [library@jpl.nasa.gov](mailto:library@jpl.nasa.gov)
- Call the Reference Desk at x4-4200
- Fax your request to x4-1927
- Mail your request to Library – MS 111-113

**JPL**  
Jet Propulsion Laboratory  
California Institute of Technology

JPL D-26292 6/03